

MoRE Suggestion Program

Agency Evaluator Feedback Form

As someone with knowledge of the work processes associated with this employee suggestion, you are requested to review the suggestion and record your responses to the following questions. Your answers will give Agency Review Team members the opportunity to better understand the implications and benefits (if any) of this suggestion. Additionally, your responses will provide documentation that will enable the Review Team to make a decision regarding the implementation of this suggestion and ultimately any award given to the employee as a result of this suggestion.

Please send your answers to the questions on this document to your Agency Coordinator.

1. Based upon the information provided on the suggestion form, is the suggestion a practical improvement for the process, procedure or service identified? *(Select one)*

☐ YES

☐ NO

2. Please provide the reason (s) for your decision/response to question #1.
3. What is the likelihood that this suggestion could be effectively implemented in the agency or state wide?
4. If implemented, will this suggestion: *(Select one)*

_____ Reduce Cost

_____ Generate Revenue

_____ Improve an Existing Process

_____ Improve Service to Customers

_____ Improve Working Conditions and Safety

_____ Improve Employee Relations

5. If you answered yes to question #1, when could the agency reasonably expect to implement this suggestion *(Check one)*

_____ 1 Week _____ 1 Month _____ 3 Months _____ 6 Months _____ 9 Months _____ 12 Months

Please explain your choice.

6. What was the effort of the employee who made the suggestion? (Please check the appropriate box.)

☐ No research involved

☐ Some documentation

☐ Considerable personal research

7. Based upon available information, which of the choices listed below best reflects the probable cost to implement this suggestion?

_____ \$0

_____ \$100-\$500

_____ \$500-\$1000

_____ \$1000 +

8. Which of the choices listed below best reflects the estimated or projected savings this suggestion would generate during the next year?

_____ \$0

_____ \$100-\$500

_____ \$500-\$1000

_____ \$1000 +

9. How could the agency best document the savings projected in question # 8 (Please provide detailed explanation.)

Name of individual that completed this form:

Name: _____ Division: _____